

Office Mix Accessibility Review

Design/Accessibility Recommendations

- When using the pen tool or highlighter, try to visually describe what is being emphasized or conveyed [e.g., I'm circling (or drawing an arrow to/highlighting) the ____ because/to/so that ____].
- To caption a Mix, it will first need to be uploaded to Office Mix as a video. Additional steps to caption the Mix are included in the Captions section of *Table 1: Testing Notes* below.
- Post a transcript for the Mix separately (as a text file or Word document) in Sakai, near the link to the Mix.
- At this time, incorporating Mix activities (polls, quizzes, Kahn Academy videos, and Web Viewer) is not recommended. Unfortunately, assistive technology users will not find them readily useable. If you wish to incorporate a Mix activity, please consider how you can also offer an equal, alternative in Sakai.

Other notes

- Turning captions on overrides the Viewer controls. The keyboard-only user can toggle between the captions and the Viewer controls by pressing the Enter key.
- Consider further testing on mobile devices and with NVDA to learn more about how Mix performs.

Notes for Screen Reader Users

Though keyboard-friendly, the Office Mix Viewer is not user-friendly for screen reader users. All of the slide text and alternative text can be found in Outline mode; however, it is difficult to quickly navigate to that text and even more difficult to do so while attempting to control the narration.

- To access the text content for an individual slide:
 - Outline mode utilizes heading structure. To access the headings and content, the screen reader user will need to be taught one of the methods below:
 - Open the Document Regions dialog box and arrow down to the PowerPoint file (which Office Mix has given a new name, such as *yc2jtqv8g8s4.pptx*. The user will need to be taught to listen for this seemingly random string of alphanumeric characters). Then the user will need to tell JAWS to "say all" from the current location.
OR
 - Tab down and select the Table of Contents. Tab to the desired slide. Shift+Tab three times to pause the slide narration. Press Ctrl+; to open Outline mode. Then either open Headings dialog box or use Shift+Tab to bring focus up to the account name (as a starting point), then Tab down one element at a time.
- To access content on another slide, the user will need to Tab down to the Table of Contents and locate the next slide.

Testing Conditions

- JAWS 18 (trial mode)
- Chrome 54.0.2840.59 m
- Firefox 45.6.0

Table 1: Testing Notes

Test criteria	Notes
Element labeling	<p>In the list below, Yes indicates the button received focus and is labeled. No indicates the button did not receive focus (i.e., it was skipped over during the Tab test and is not readily available to JAWS):</p> <ul style="list-style-type: none"> • Seek slider (video scrubber) – Yes Note: JAWS announces that the slider is at zero and to increase or decrease, use the arrow keys. This functionality is not there. The Seek slider does not respond to the arrow keys. It does respond to Spacebar, but in this instance, it also continually reads the video’s timer. • Viewer Controls <ul style="list-style-type: none"> ○ Play - Yes ○ Next - Yes ○ Table of Contents - Yes ○ Closed Captioning – Yes ○ Volume – Yes ○ Speed – Yes ○ Full Screen – Yes ○ Web Viewer – No (unable to move focus to web site within the viewer) ○ Khan Academy Video – No (unable to move focus to video’s Play button) • Outline mode (VPAT recommends this mode for screen reader users) <ul style="list-style-type: none"> ○ Slides not sufficiently labelled in Outline mode. They are known as Slide 1, Slide 2, etc. ○ Though headings have been assigned to each slide’s placeholders, the text content in Outline mode is not easy to locate with a screen reader because the user must quickly toggle between the Viewer’s controls to pause the narration and Outline mode to access the text content. <p>Note: When tabbing through the Viewer controls, the previous or upcoming button’s name (depending on the direction the user is tabbing) is appended to the beginning of the name of the current button in focus. For example, Tabbing forward to the Closed Captioning button, JAWS announces “Table of Contents Closed Captioned button” because the Table of Contents button was its immediate focus predecessor. This can come across as confusing to the screen reader user.</p>
Any images available that indicate a programmatic or status indicator (if yes, labeled?)	The status and menu images on the Viewer are labeled, as expected, when the focus lands on them.
Check labeling for quiz form elements (multiple choice and true/false)	<p>By accessing the Regions dialog box (Insert + Ctrl + R), user can access the quiz elements; however, after submitting a response, there is silence. When attempting to answer the quiz questions, JAWS interprets a positive selection as false, so the user cannot determine whether or not an answer choice has been activated.</p> <p>If an instructor wishes to use these add-ins, the user will need to be taught to re-access the Regions dialog box and arrow down from the beginning until the focus lands on the Next button.</p>

Test criteria	Notes
Check labeling for poll form elements (multiple response and free response)	<p>Notes on Multiple Response Poll: By accessing the Regions dialog box (Insert + Ctrl + R), user can access the poll elements; however, after submitting a response, there is silence. The user does not know that the response was accepted. When attempting to answer the poll question, JAWS interprets a positive selection as false, so the user cannot determine whether or not an answer choice has been activated.</p> <p>Notes on Free Response Poll: The text that appears in the text form field does not disappear when the focus lands on it. A screen reader user, without prior knowledge that the text will remain, may end up typing a response in front of the current text.</p>
Auto-start disabled	The Mix does not begin until the Play button is clicked. This is expected behavior.
Skip to content link	None available. In this case, the webpage is fairly sparse and the benefits of a Skip to content link would be minimal. Here it is not as problematic as it would be for a web page with considerably more content.
Keyboard accessibility of player controls	The player controls are keyboard accessible; however, once captions are turned on, it is unclear that the user needs to press Enter to toggle back to the control panel.
JAWS check of player	The video can be turned on and off via the Play button (which is labeled and available to JAWS)
Captions	<p>Captions display accurately; however, they display in an overlay that covers the Viewer's controls. Once the Mix begins, if a keyboard-only user wishes to pause the Mix, it takes a series of keyboard strokes to toggle from the overlay to the Play/Pause button in the Viewer control panel. This is a little clunky and not very intuitive, but not impossible.</p> <p>Suggested captioning workflow:</p> <ul style="list-style-type: none"> • Narrate the Mix. When using the pen tool or highlighter, try to visually describe what you're conveying [e.g., I'm circling (or drawing an arrow to) the ____ because/to ____]. • Select the Upload to Office Mix command and in the Upload to Office Mix pane, ask Mix to create a video. • Once the video renders, visit the Office Mix site and download the MP4 video (for captioning). • Upload the video to YouTube, transcribe it, and then properly sync the captions. • From the caption editor, download the SRT file. • Visit Subtitle Converter [subtitleconverter.net/welcome.jsp] to convert the file to a TTML file. • Upload the TTML file to Office Mix.
Focus visible (and is the order logical?)	Yes, with three exceptions. The menu options across the top of the page: Gallery, My Mixes, and the account holder's name do not receive clear focus. A box does not appear around them as it does for the other content on the page. Instead, these menu items change color (from white on a dark grey background to orange on a dark grey background – which may be problematic for some users with color vision deficiency). Fortunately, Tabbing through these three menu options lands the focus clearly on the Viewer's scrubber and the next Tab lands on the Play button (where a label also appears).
Color to emphasize or convey information (1994.22c is companion criteria)	See notes for test criteria named: Focus visible (and order logical?)

Test criteria	Notes
Range of contrast levels available (can adjustments be made?)	Though the VPAT indicates otherwise and options appear to be available in the CSS, user is unable to make color contrast changes to the skin nor the Viewer.
Color contrast	See notes for test criteria named: Focus visible (and order logical?)
Alt text/long desc transfer to player (how does JAWS user get to it?)	Alt text is available in Outline mode, though it is difficult to navigate to it (see Notes for Screen Reader Users on page 1).
Ctrl + ; to open Outline Mode	Outline mode opens as expected in Chrome, but does not work when tested in Firefox.
Flashing elements	Not applicable
Turn off CSS in browser (for player)	All content appears to be available; however, it is not well organized.